



QUEEN CAMEL PARISH COUNCIL

Clerk: Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL

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**Minutes of the Parish Council Annual Meeting (and Council Meeting) held on
Monday 23rd May 2022 at 7:30pm**

Annual Meeting

AM01: Election of Chairman

It was RESOLVED that Sue Gettings be re-elected Chair of Queen Camel Parish Council

The Declaration of Office was signed.

Present: Cllr Gettings, Cllr Jones

Cllr Hewlett,
Cllr Baker
Cllr Dan Hewlett

AM02: to RECEIVE and consider for approval, apologies for absence

It was resolved to accept apologies for absence for the following reasons: Bryan Norman (previous appointment) and John Brendon (medical reasons)

Apologies: Cllr Brendon, Cllr Norman.

AM03: Co-option of new Members

The opportunity for two people to be co-opted to the parish council has been advertised on the website, via Facebook, noticeboards and so on. Co-option is only available until 23rd June 2022 after which an election for these vacancies will need to be held.

AM04: Declarations of Acceptance of Office

The clerk confirmed that all elected councillors had signed the Declarations of Acceptance of Office prior to the start of the meeting.

AM05: To ELECT a Vice Chairman

It was RESOLVED to elect Phil Jones to Vice Chair.

AM06: To ADOPT the Standing Orders.

It was RESOLVED to re-adopt the Standing orders in their existing form

AM07: To ADOPT the revised Code of Conduct

It was RESOLVED to adopt the revised Code of Conduct

AM08: To ADOPT the Financial Regulations

It was RESOLVED to adopt the revised Financial Regulations

AM09 - 12 To APPOINT Councillors and Members to Committees

Cllr Baker suggested that there was not a need to have a separate committee for Finance. There followed a discussion about the committee structure in general and appointments were deferred.

It was RESOLVED that a full discussion about the committee structure should be on the Agenda for the next meeting.

AM13: To APPONT Lead Councillors to responsibilities: Appointments were deferred to the next meeting

AM14: To confirm dates of meetings (2022-23) and Annual Village Meeting (2023).

Parish Council meetings dates were set as follows:

2022: 20th June, 18th July, 19th September, 17th October, 21st November

2023: 16th January, 20th February and 20th March, 17th April.

The next Playing Field Management Committee meeting will take place on the 11th July, future dates to be announced.

The Annual Village Meeting was set for 19th May 2023.

Council Meeting

Public Question Time

Immediately prior to the meeting members of the public were provided with the opportunity to speak. 17 members of the public were in attendance. Three members spoke of their disappointment that solar panels application for funding had been deferred. One person spoke about one of the planning applications for consideration by parish council on agenda below. A parishioner explained the immense impact on them from the A303 works.

05/01 To RECEIVE Declarations of Interests

Those councillors who had not done so were reminded to complete new Declarations of Interest forms as soon as possible. Sue Gettings declared that she was a Trustee of the Village Hall.

05/02 To RECEIVE County and District Councillor reports

Henry Hobhouse and Mike Lewis are now our joint County Councillors.

Mike Lewis explained how Local Community Networks will be key for parish councils post re-organisation. Henry Hobhouse will supply his talk on the phosphate issue via email to clerk.

05/03 Minutes of the previous meeting to be confirmed as a correct record

It was RESOLVED to approve the minutes of the previous meeting held on 21st April 2022

<https://queencamelpc.org.uk/wp-content/uploads/2022/06/2022-04-21-signed-Minutes-PC-April.pdf>

05/04 The Clerk's Report

The clerk introduced a new standard report that was read out. The purpose of the report is to confirm actions taken and provide minor updates that do not need further discussion.

05/06 Planning (Background paper)

a) [The erection of single storey extension to replace existing conservatory and a two storey porch atrium. Conversion and extension of existing attached garage and erection of first floor extension and a balcony to the west elevation. Erection of a detached double garage with room in roof. - Maple Tree House Church Path Queen Camel Yeovil Somerset BA22 7PA](#) Ref. No: 22/01077/HOU | Received date: Thu 07 Apr 2022

It was RESOLVED to approve that the clerk may notify the planning authority that the parish council SUPPORTS the application.

For 4, Against 0, Abstain 1

a2) [Erection of a single storey extension to rear, a two storey extension to side and formation of a new vehicular access - 15 Hill View Sparkford Hill Queen Camel Yeovil Somerset BA22 7PE](#) Ref. No: 22/01265/HOU | Received date: Mon 25 Apr 2022

Council acknowledged that the application is attempting to resolve the difficulty of parking on the hill. Furthermore the parish council would support the 30 mile an hour limit being moved so that the top two houses on the hill are included in the limit (instead of being outside of it).

It was RESOLVED that the parish clerk may comment that the parish council SUPPORTS the application with the above comments

b) Tree surgery work was noted [Notification of Intent to carry out Tree Surgery Work on No.1 Tree within a Conservation Area. - The Old Smithy High Street](#) Ref. No: 22/01364/TCA | Received date: Wed 04 May 2022

c) Two planning applications for land opposite Hazlegrove Lodge, High Street, Sparkford

- <https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=R6DNAMOWKZ300&activeTab=summary>
- <https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=R6BPTQOWKYB00&activeTab=summary>

It was RESOLVED that objections similar to West Camel and Sparkford should be made (clerk to circulate for approval prior to uploading).

05/07 Playing Field

a) Playing Field Management Committee Report

Minutes are available here

<https://queencamelpc.org.uk/wp-content/uploads/2022/05/2022-04-25-Draft-minutes-PMFC-april-PJ.pdf>

The school are interested in using the field

It was RESOLVED to permit Countess Gytha Primary School to use the field for sporting events during school day at no charge, subject to prior agreement with Chair of Playing Field Management Committee

b) SCC Land at Queen Camel Playing Field

SCC have again offered a licence to regularise use of the area. However, this would incur expensive legal fees and confer no advantage. QCPC have specifically highlighted to its insurers that the play equipment is partially on SCC land and they have raised no issue.

It was RESOLVED to turn the offer of the Licence down again and to give notice to SCC that QCPC will continue to provide basic maintenance without accepting liability for the facility.

(Henry Hobhouse offered to review the papers and the clerk will await any comment before actioning the above resolution.)

c) Play Area Fundraising

Funds raised are held both by the parish council (ring-fenced reserve) and the Play Area Fundraising Group (who have opened a Treasurers account with Lloyds Bank). Applications for grant funding are progressing.

05/08 Community Benefit Fund Panel

a) Review of process for Community Benefit Fund Panel

A discussion was held about how the system was working. It was felt that applicants should expect to raise money themselves towards their funding targets, but no specific amount was proposed. Similarly, some councillors felt that money should be ring-fenced for longer term projects. These issues and others will need further research.

b) To DISCUSS correspondence received about the application for Solar Panels on the Village Hall

A full discussion was held, including further opportunity for members of the public to contribute and ask questions. Parish councillors explained what questions they felt were unanswered, meaning that they had been unable to support the application. The clerk was asked to collate the questions.

It was RESOLVED to invite the Memorial Hall committee to resubmit their application to answer the questions discussed at the meeting

c) To RECEIVE an update about the Community Lounge

Latest expenditure figures were provided. A Happy to Chat bench and some folding chairs are the next planned purchases.

d) To RECEIVE an update about installation of the defibrillators

Both defibrillators are installed and operative. The cabinet of the Pavilion defibrillator appears to be faulty (does not presently affect the defibrillator itself) and clerk will to take this up with the supplier.

05/09 Neighbourhood Plan This item was deferred

05/10 Highways and Traffic

a) A303 Dualling:. Feedback was about the road closure has been sent to Galliford Try.



b) **Temporary Traffic Regulation Order.** The clerk was requested to collate comments received about the draft questionnaire and to circulate a final draft for review.

c) **Highways** In the absence of Cllr Norman this item was deferred

05/11 Environment This item was deferred

05/12 News and Communications

a) **Annual Village Meeting**

75 people attended. Thanks were given to Cllr Norman and former Cllr Malton for organising the event. The clerk will send letters of thanks to speakers.

b) **Neighbourhood Watch** The crime report said there were three violence against person incidents in April

05/13 Financial Reports and Accounting

a) **Insurance:** The new quote was discussed

It was RESOLVED to approve accepting the quote for insurance for £567.49 per year for 3 years

b) **Pata Payroll:** The company request that they are formally confirmed as payroll provider

It was RESOLVED to approve that PATA Payroll may be confirmed as our payroll provider and that the Chair may sign the Agreement.

c) **Bank signatories:** Appointing new signatories was deferred to the next meeting.

d) **To RECEIVE reports from RFO**

- A new report was circulated to show bank balance and changes to earmarked reserves at the end of April 2022. The report remains in draft subject to any comments being received. If acceptable it will be created at the end of each month as a means to track earmarked reserves for the playing field and Opening Up Safely Grant as well as income for the play area replacement.
- The end of year Bank Statement and Scribe reconciliation were circulated. These have already been reviewed by the Finance and Risk Committee.

It was RESOLVED to approve the bank reconciliation for end of year 2021-2022

e) **To RECEIVE an update from the Chair of the Finance and Risk Committee**

No report was made due to absence of Cllr Brendon.

f) It was **NOTED** that the following payments had been made since the last parish council meeting on 21st April, that were already authorised / in the budget.

	Item	Date paid	VAT	Amount	authority
1	Clerk Salary (inc Overtime and back pay for pay award)	29/4/2022	no	£625.03	03/24/c
2	SALC Election Training	29/4/2022	no	£20.00	
3	SLR Outdoor – church Grant	29/4/2022	yes	£2280	04/20/1.2
4	HMRC PAYE/ NI	29/4/2022	no	£159.70	03/24/c
5	Clerk Home office Allowance	30/4/2022	no	£33.50	Standing order
6	Cicla Course fee	10/5/2022	yes	£250	Email 3/3/2022
7	Agenda and Minutes training clerk	10/5/2022	yes	£60.00	Email 3/3/2022
8	Memorial Hall Hire	13/5/2022	no	£34.00	
9	Countess Gytha School donation	13/5/2022	no	£224.25	04/20/1.1

g) It was **NOTED** that the following payments had been made via delegated authority by Cllr Gettings from the Opening Up safely Grant

	Item	Date	VAT	Amount
1	CDs	29/4/2022	no	£2.00
2	First Aid Kit	29/4/2022	no	£11.99

3	Memorial Hall goods	29/4/2022	no	£31.02
4	Golden Oldies	29/4/2022	no	£45.00

h) It was **NOTED** that the following payments had been made via delegate authority by Cllr Jones for playing field items.

		Date Paid	VAT	Amount
1	Electricity	29/4/2022	yes	£10.22
2	Toolstation sundries	29/4/2022	yes	£3.98
3	Argos – venetian blind	29/4/2022	yes	£18.00
4	Toolstation equipment	29/4/2022	yes	£15.98
5	Screwfix materials	29/4/2022	yes	£14.43
6	Toolstation	29/4/2022	yes	£23.98
7	Amazon pull cords	29/4/2022	yes	£2.87
8	R Malton leak repair	29/4/2022	no	£38.00
9	Screwfix sanding paper	13/5/2022	yes	£3.69
10	Timpson - key	13/5/2022	yes	£29.50
11	B and Q	13/5/2022	yes	£26.52
12	Hazelgrove fuel	13/5/2022	yes	£17.76
13	Halfords	13/5/2022	yes	£3.00

i) It was **RESOLVED** to approve the payments below that were not in the budget or are over the £500 limit for delegated authority

	Item	VAT	Amount
1.	Purchase of BBQ from Opening up Safely Grant	yes	£644
2	Installation of defibrillator and other electrical works for Playing Field pavilion	On material not labour	£536.88
3	Overtime for clerk (April) 12.15 hours	no	£140 (est. inc. PAYE)

j) It was noted that the following monies had been received (ring fenced for play area)

	Item	Date Banked	Amount
1	Vintage Fair income (£20 per entry)	various	£140
2	Vintage Fair income (£20 per entry)	Held as cash	£40
3	Vintage Fair income (£20 per entry)	Cheque in processing	£20

Elaine Owen
Parish Clerk

Date of next meeting: 20th June at 7.30pm, Marples Room, Memorial Hall

Signed  (Chairman)

Date..... 20/06/22.....

